REGULAR MEETING – February 11, 2020

Chairperson Karen Roy-Guglielmi called the February Regular Meeting of the Housing Authority to order at 1:00 pm. Attendance upon roll call:

PRESENT: Chairperson Karen Roy-Guglielmi, Vice-Chairperson Glenn Tarro, Commissioners-Peter Olson and Judy Hany, Executive Director Betsy Soto and Wendy Ng.

ABSENT: None

PUBLIC COMMENT: None.

MINUTES: A motion was made by Commissioner Glenn Tarro to adopt the minutes of the January 2020 Regular Meeting as offered. Commissioner Judy Hany seconded with the vote being 3 ayes. Motion carried.

BILLS: After review and discussion of the invoices paid, Commissioner Peter Olson made a motion to approve the payments. Commissioner Judy Hany seconded the motion with the vote being 3 ayes. Motion carried. The checks approved were: Revolving #67034-67075; Federal #24635-24659; Franklin Park East #1565-1569; Windermere Court #1690-1699; State #15121-15125; Congregate #12473-12503; Voucher #51803; and Local #3294-3295. The Housing Authority’s credit card invoice was reviewed and approved along with the bills.

Cash Report: The Cash Balances were reviewed with the Board of Commissioners.

Occupancy Report: The Occupancy report was reviewed with the Board of Commissioners.

EXECUTIVE DIRECTOR’S REPORT: Presented by Ms. Betsy Soto

Francis Pitkat Congregate Living Center Renovations: Renovations are 99% complete. There is an update on the notification received from CHFA stating that we may not be able to use all of our construction contingency funds on the project and that it may have to be used to pay back the pre-development loan that they previously said we did not have to repay. Department of Housing has informed me that it’s their intent to convert the loan to a grant, and an official notification will be forthcoming. Since then a letter was received from Department Housing stating that the loan had to be paid back. After reaching out to our field officer, I was informed not to take further actions. We are still on hold and will wait for the final decision. Facility Signage has been ordered and installation date to be determined. There are still very minor items that are being addressed and project cannot be closed until the items meet project specifications.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished January with 1,139 vouchers and RAP certificates. 5 down from last month. The program is currently working toward regaining a combination of 35 HCV & RAP certificates it has lost in the last year. In addition to assuring accuracy in both programs and getting full participation from clients.

Local Section 8: The department ended January with 314 vouchers 2 up from last month. The department continuous to grow and work diligently in assuring accuracy and getting full participation from clients.

Becker Place: Architectural and Engineering walk through pre-proposal accepted on April 12th. Walk through and scope review completed on 5/29/2019. Scope review to be determined and work schedule to be determined. The design drawings phase has begun, in progress and to be continued until final drawings are approved. Next the cost of scope of work to be done and an Environmental Review Report (ERR). Meeting held onsite on 1/6/2020 to discuss designs prior to final approval. SHPO application was approved and VHA-request to HUD to rescind the demolition 2014 approval-also approved.

Windermere Camera Project: A camera design professional has been hired to work on this project. A walk through of the property has been conducted. Camera designs have begun and its final design to be determined. Drawings have been finalized and bid opening was conducted on 11/6/19. Due to only receiving one bid, the bid was rejected. New Bid re-advertising and re-opening were selected, and new bid opening held on 1/31/2020.

Windermere Site Improvement Project: Walk through of the property has been conducted and Proposals accepted. Architect has been selected and contracts signed. The design drawings phase has begun, in progress and to be continued until final drawings are approved. Town of Vernon has approved minor parking modification. Bid advertisements and opening dates to be determined.

Franklin Park East: On 10-16-19 several properties sustained damages due to a severe windstorm. A utility pole snapped in half causing Franklin Park East, West and Congregate facility to lose power. Franklin Park East and West lost electricity, heat, hot water and was unpassable due to the fallen tree on the first HUB of the FPE property and street utility pole being mangled. There were 3 massive trees that fell throughout the property, debris, fallen electric wires throughout all 3 properties and 2 egresses that were unpassable. Power was restored for all the properties that same day. Franklin Park East units 1-4 whom suffered the most damages, were without power until the following day due to the outside electric wires being completely pulled away from the units by the fallen tree. Those families were offered accommodations. Power was restored on 10-17-19 for all 4 units. The 4-unit HUB is now under reconstruction. New roof has been fully completed. Remaining work to be completed is siding and inside unit work. Project complete.

OLD BUSINESS: None

NEW BUSINESS:

Revisions to HCV Administrative Policy and Admission & Continued Occupancy Policy (ACOP)

After some discussion, Commissioner Glenn Tarro made a motion to approve the revisions to the HCV Administrative Policy. Commissioner Judy Hany seconded with the vote being 3 ayes. Motion carried.

After some discussion, Commissioner Glenn Tarro made a motion to approve the revisions to the Administrative & Continued Occupancy Policy (ACOP). Commissioner Peter Olson seconded the motion with the vote being 3 ayes. Motion carried.

Windermere VMS-Bid opening was held on 1/31/2020. Two bid proposals were received. Executive Director, Betsy Soto made the recommendation to go with the best product for the Vernon Housing Authority and most cost effective, Intellibeam, LLC. After some discussion a motion was made by Commissioner Judy Hany to award and accept Intellibeam, LLC bid proposal. Commissioner Peter Olden seconded the motion with the vote being 3 ayes. Motion carried.

INFORMATIONAL:

Ms. Soto presented to the board the Secure Energy 2018 & 2019 Yearly Usage Reports. Reports show that there were 34,969 less used kWh in 2019.

HUD-Acceptance Letter- Close-out Letter for VHA-Period 1/1/2018-12/31/2018. IPA Audit is now complete, accepted and closed

Becker Place-SHPO Application-Approved proposed scope of work.

Becker Place-Request made to HUD to **rescind** the 12/5/2015 application and approval to demolition the property was made by Executive Director, Betsy Soto in December 2019. SAC completed its review and based on the information provided the request to rescind the demolition approval, was approved.

Public Housing Assessment System Appeal-Adjusted 2 points for 2018 fiscal year.

EXECUTIVE SESSION: None.

The next meeting will be the March Regular Meeting which will be held on March 12, 2020 at 21 Court St. at 1:00 pm.

Peter Olson made a motion to adjourn the meeting at 2:00 pm. The motion was seconded by Judy Hany with all voting in favor. Motion carried.

Betsy R. Soto, Executive Director